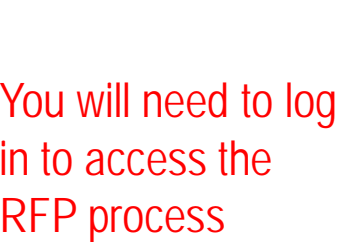# ITES -2S
it-emart
Request for Proposal (RFP)
Tutorial

Introduction

- **This briefing will introduce the RFP process to ITES-2S customers.**

- **You will learn:**
  - How a customer submits an RFP
  - How a vendor views and responds to an RFP
  - How a customer views vendors' responses
  - How customers and vendors can submit amendments to RFPs

The RFP Process

You will need to log in to access the RFP process

Army

Non-Army

How to Use the *it e-mart*

From the home page, click on either of these links to start creating your RFP.

How to Use the *it e-mart*

Choose the second radio button to bring up the screen to submit your RFP.

Then click on the button, "Create a New Request"

How a Customer Submits an RFP

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) and DFARS 216.505-70

The default due date is ten calendar days from the date you submit your RFP; you may change this to suit individual needs.

How a Customer Submits an RFP

Enter information about the RFP. **Please be sure to provide proposal delivery instructions** (e.g. email, hardcopy) **in your RFP posting.**

The "Estimated Dollar Value" is only viewable by the customer and CHESS. No vendors see this!
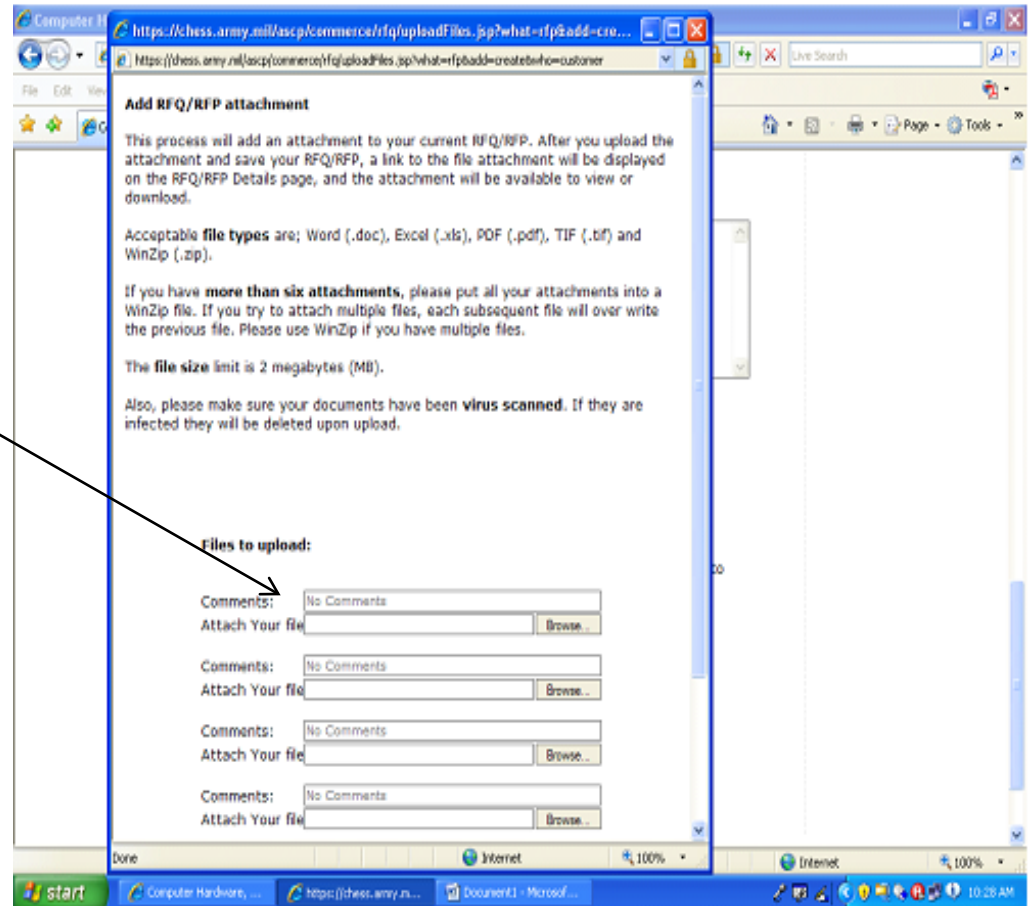
How a Customer Submits an RFP

You may attach up to six files of 5MB each.

(The system accommodates
Word, Excel, PDF, TIF and WinZip files.)

Put a specific title that relates to your RFP in the comment section of the upload window. This helps vendors track each attachment easily.

How a Customer Submits an RFP

Submit contact information about end user.
This information is maintained by CHESS, but not shared with vendors.

Answer basic contracting questions regarding this requirement.

Finishing the RFP Submission

When you have finished, your screen will look something like this, with notices sent to all 16 prime vendors.

Amending an RFP

The *Amendment* feature is new.

It allows you to:

- *Update an RFP at any time in the process*
- *Clarify the details of a requirement*
- *Notify vendors of updates or new deadlines*

Vendors and customers may both submit amendments

Amending an RFP

Click on the link to your proposal details page. Look for the "add amendment" button on the bottom of that page.

Amending an RFP

Choose the vendors to receive your update. **Select all** if your RFP was initially sent to all vendors.

Amending Your RFP

This allows you to edit fields, or attach new files.

Email to Vendor(s)

Each vendor receives an email, which looks similar to this one, alerting them of your RFP:

CHESS IT E-Mart Request For Proposal

The CHESS it e-mart has brought you a potential customer! By accessing the RFP, you are acknowledging receipt of the proposal.

Please coordinate with the customer concerning the following pending proposal on the CHESS it e-mart site by visiting your RFP Manager at: https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp

Please keep in mind that CHESS customers are awaiting your response to their RFP proposals, and your timeliness in addressing their RFP proposals is greatly appreciated.

Thank you for using the CHESS it e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

Vendor View/Response

Once vendors log in, they will see a screen that looks similar to this, with links to the RFPs that customers have posted.

A Vendor Responds to an RFP

A vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents directly to customers.

Response to Customers

When a vendor responds, customers receive an email alerting them to this update. It looks something like this:

From: no_reply@chess.army.mil [mailto:no_reply@chess.army.mil]
Sent: Wednesday, May 27, 200X 12:06 PM
To: Smith, John CTR USA
Subject: CHESS IT E-Mart Request For Proposal

Your Request For Proposal has received a response on the CHESS it e-mart system. You can view the vendors response in the RFP manager at the following address:

https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp.

Thank you for using the CHESS it e-mart system! Please feel free to contact CHESS at

(888)232-4405 if you have any questions.

A Customer Reviews Bids

As responses come in from vendors, the lower area in this tab box begins to populate with their responses.

A Customer Reviews Bids

Customers may delete RFP's that are no longer of interest.
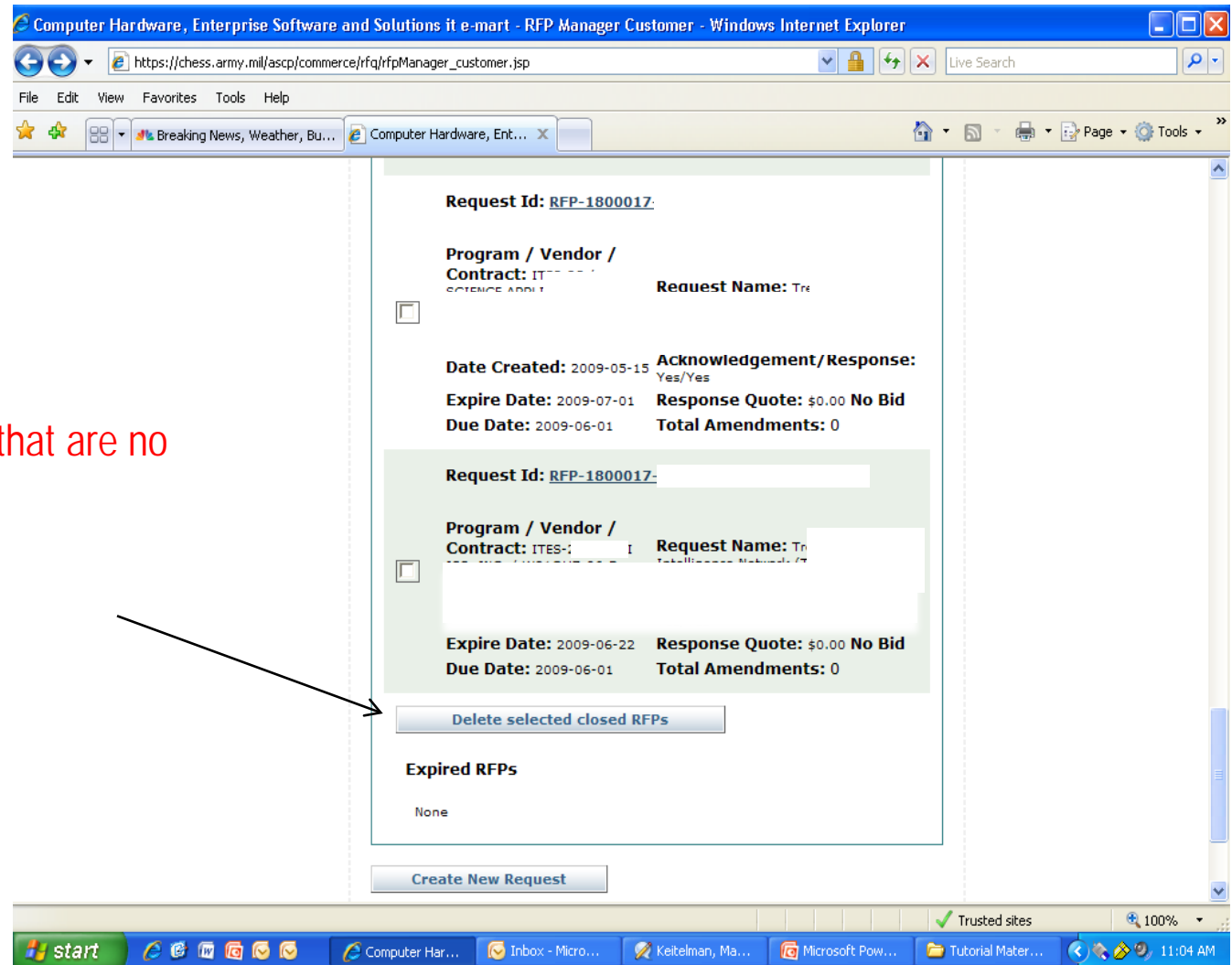
Questions

For information about using *it e-mart,* contact the help desk toll free:

 1 (888) 232-4405

For information about ITES-2S contracts and vendors, contact

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